

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.													
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service								
4. Employing Office Location					5. Duty Station								
6. OPM Certification No.					7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt								
8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither								
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code								
14. Agency Use NAF													
15. Classified/Graded by		Official Title of Position			Pay Plan		Occupational Code		Grade				
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Marketing Assistant			NF		0303		02				
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)								
18. Department, Agency, or Establishment					c. Third Subdivision								
a. First Subdivision					d. Fourth Subdivision								
b. Second Subdivision					e. Fifth Subdivision								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)								
Signature _____ Date _____					Signature _____ Date _____								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position OPM PCF Miscellaneous Clerk and Assistant Series GS-303, TS-37, Nov 79 TS-34, Jan 79 Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier Signature  Date 12-31-01													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities (See Attached)													

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Marketing Assistant **POSITION NUMBER** 01-0085 **JOB SERIES:** 0303 **PAY LEVEL:** NF-2 **Summary of Duties:**

Assists in the administrative duties associated with planning, initiating, and implementing a comprehensive marketing program including public relations, advertising, research, and commercial sponsorship.

Assists with the coordination of MWR publicity through newsletters, newspapers, Plans of the Day, brochures, posters, and other media sources.

Prepares draft articles for newspapers and newsletters. Assists in researching and developing resources available to provide cost-effective and profitable programs, events, promotions, and activities. Assists in the preparation of brochures, flyers, posters, videos, newsletters, and other media sources. Ensures media distribution. Maintains calendar of command events to assist with coordination and promotion. Performs a variety of clerical assistant tasks such as controlling correspondence, preparing routine correspondence, responding to telephone inquiries, etc. Performs other related duties as assigned.

Minimum Qualifications:

A minimum of one year of clerical experience. Experience of marketing/advertising preferred. Ability to use computer-based programs such as Harvard Graphics, Word Perfect, survey tabulation, etc.